

TENNESSEE DEPARTMENT OF EDUCATION
Application for Renewal of Apprentice, Beginning Administrator and Out of State Teacher Licenses

PART 1 PERSONAL DATA

Last Name		First Name		Middle/Maiden		Teacher Number		
Social Security Num	Email Address		Telephone Number		Date of Birth		* Sex	* Race
Street/P.O. Box			City		State		Zip Code	

____ **NAME/ADDRESS CHANGE** ***OPTIONAL -Statistical Information Only**
(provide a notarized copy of the marriage license, divorce decree, or court order that has generated the legal change of name.)

PLEASE READ CAREFULLY BEFORE SIGNING

Answer the following questions if you have **EVER** held a Tennessee Teacher License or Permit (since the Tennessee License or Permit was last issued or renewed):

1. Have you been convicted of a felony (including a conviction or plea of nolo contendere)? ____YES ____NO
2. Have you been convicted of the illegal possession of drugs and/or narcotics? ____YES ____NO
3. Have you falsified or altered documentation required for licensure? ____YES ____NO

Signature _____ Date _____

- ☐ **A.** If your license is based on a Bachelor's Degree you will need to submit 45 renewal points.
I am enclosing:
____ A License Renewal Computation Sheet verifying 45 renewal points.
(If coursework has been completed, please attach official transcripts to computation sheet.)
- ☐ **B.** I have a Master's Degree or above and I have NOT taught three (3) years within the five-year validity period of my license. (For example: validity period may be 2000-2005)
I am enclosing:
____ A License Renewal Computation Sheet verifying 45 renewal points.
(If coursework has been completed, please attach official transcripts to computation sheet.)
- ☐ **C.** I have a Master's Degree or above and I have taught three (3) years within the five-year validity period of my license. (For example: validity period may be 2000-2005)
I am enclosing:
____ Experience verification form signed by my superintendent to verify at least three (3) years of teaching experience in an approved school.
(If all your experience is in Tennessee public schools you may omit this step and mail only this form.)
- ☐ **D.** Renew my Beginning Administrator License
(Renewed upon request-submit renewal application after March 1 of expiration year)

Please see GENERAL INFORMATION CONCERNING renewal credit for guidelines on appropriate credit.

ALL documents must be mailed in a *single packet* with this application. Do not send money.

TENNESSEE DEPARTMENT OF EDUCATION

Office of Teacher Licensing
5th Floor, Andrew Johnson Tower
710 James Robertson Parkway
Nashville, TN 37243-0377
Telephone (615) 532-4885

**ACCEPTABLE TEACHING EXPERIENCE
FOR RENEWAL**

1. Verified administrative, supervisory and teaching experience in a public school operated by a local education agency in the United States and its possessions.
2. Verified administrative, supervisory and teaching experience in public schools or non-public schools approved by recognized accrediting agencies. (Accrediting or approval agencies are the State Departments of Education and/or Southern, Middle States, North Central, New England, Northwest, and Western Associations of Schools and Colleges.) The burden of proof rests with the individual.
3. Employees of the Tennessee Department of Education who held a valid Tennessee license during the period of employment for which experience is requested.
4. Verified administrative, supervisory and teaching experience in a college and/or university as a full-time employee (paid full salary) and as a voting member of the faculty. The institutions must be accredited by recognized accrediting agencies. (Accrediting agencies are the State Departments of Education and/or Southern, Middle States, North Central, New England, Northwest, and Western Associations of Schools and Colleges.) Graduate assistants are excluded. The burden of proof rests with the individual.
5. Educators who enter active military service (not reserves or guard) while possessing a valid Tennessee teacher's license may have years of service added to the period of validity of the license. Experience is earned on a year for year basis to a maximum of four (4) years. The educator must be discharged from military service before such experience may be applied toward the extension.
6. Verified administrative, supervisory and teaching experience in Kindergarten through twelve grade schools or any combination thereof operated by the United States Government either within or outside of the United States.
7. Verified teaching experience of teacher in public schools (K-12) on a foreign exchange basis.

REV 04/04

**TENNESSEE DEPARTMENT OF EDUCATION
OFFICE OF TEACHER LICENSING
EXPERIENCE VERIFICATION FORM**

This form does not need to be completed for experience which has been accrued at a Tennessee Public School. Use this form in reporting non-public school teaching experience accrued in Tennessee, public and non-public school teaching experience accrued outside of Tennessee, and administrative or teaching experience in approved colleges and universities.

IMPORTANT: Please keep a copy of this form. You will need to give a copy to your superintendent when you are employed.

Name	Social Security Number	Teacher Reference Number
School System	State	School System's Telephone Number

EXPERIENCE RECORD (Please list experience yearly beginning with July 1 and ending June 30.)

Name of School	Position and Grade Level	School Year		Time Served		Full Time or Indicate % Part Time
		Start Date Mo/Day/Yr	End Date Mo/Day/Yr	Month(s)	Day(s)	

The above school system or college was fully approved or accredited by the _____ at the time service was performed.
(State Department of Education or Assoc. of Colleges & Schools)

☐ Public School
 ☐ U.S. Govt. School
 ☐ Private School
☐ Full Time Member of College or University Faculty

I hereby certify that the above listed experience is a true and correct copy of the records on file for the teacher named above. **(This form must be signed by an official from the school system central office.)**

Signature _____ **Title** _____ **Telephone Number** _____

Address _____
 Street/P.O. Box City State Zip Code

Email Address _____ **Date** _____

**GUIDELINES FOR OBTAINING LICENSE RENEWAL POINTS:
A MINIMUM OF 45 POINTS REQUIRED
Renewal of Apprentice & Out of State Licenses**

POINTS

1. Points are required to renew the license if the license is based on a Bachelor's degree.
2. Points are required to renew the license if the license is based on a Master's degree or above if the educator has taught less than three (3) years within the validity period of the license in a school approved by a state or accredited by an acceptable regional accrediting agency.
3. Applicable renewal points must have been earned after the last issue (or renewal) date of the license and not earlier than five (5) years prior to the date the application is received in the licensing office. For example, a renewal application received in the licensing office during 2004 could include activities that were completed as early as 1999. A license cannot be renewed earlier than three (3) years prior to its expiration date. For example, a license that expires in 2010 can not be renewed before 3-01-07.


ACTIVITIES

1. Activities can not be part of the state funded in-service days and can not be conducted during days and/or hours for which educators are already being paid by local education agencies. (exception: activities completed on personal/professional days may be usable for TN public school educators)
2. The same activity conducted more than one time can be counted only one time; however one activity might be used to develop a new activity. Each new activity developed can only be counted one time. For example, information obtained from attending a workshop could be used for planning for the implementation of new classroom teaching strategies and/or a workshop or presentation for other teachers. (Refer to the Point Scale on the LICENSE RENEWAL COMPUTATION SHEET to determine number of points earned.) ****NOTE: No activities completed prior to 5 years from application can be used to meet current renewal requirements.** ** New activities must be completed each renewal cycle.
3. A total of 45 points must be earned. Activities must clearly relate to K-12 education or activities may be conducted by the educator in the capacity of leader/presenter or participant at the national, state, district, local or building level.
4. License Renewal Computation Sheets must be completed and signed by the applicant and the person responsible for conducting the local evaluation of submitted points. Each activity must be listed on the computation sheet including name of activity, dates attended and points earned. (No attached lists will be accepted in lieu of the computation sheet) If more than one computation sheet is required, Part I must be completed on all pages submitted. **Do not submit supporting documents to SDE if employed in a TN public school system.** Files with documentation must be kept by the educator and the person responsible for the local evaluation. Note-The documents may be audited by the Department of Education at any time during the five-year validity period of the license.
5. If you have earned points during a period in which you were **not employed** in a TN public school or **are employed** in a state approved private school, supporting documentation for each activity must be submitted with the renewal application and completed computation sheet. (No more than 2 pages of supporting documentation per activity should be submitted)

COURSEWORK

1. Course work must be earned in an acceptable regionally accredited institution. No more than four (4) semester hours in professional education (education or psychology) may be earned at a two (2) year college and/or at a four (4) college/university holding only regional accreditation. THIS IS A LIFETIME LIMIT, NOT A LIMIT FOR EACH RENEWAL.
2. Course work must be reflected on a official transcript and accompany the License Renewal Application. If course work and activities are completed, an official transcript must accompany the computation sheet listing all activities submitted. (If only course work is submitted no computation sheet is required)
3. Credit earned at the undergraduate level must be in either professional education (education or psychology) or in an area of endorsement on the license, or in computer science/computer technology or any foreign language. If the courses are not in a current area of endorsement on the existing license, the educator must complete all course requirements for adding the additional endorsement at the time application is submitted for renewal. Graduate courses may be in any area that is clearly related to public education. If the courses are taken at an out of state institution, educator will need to obtain prior approval of course work.

**APPRENTICE OR OUT OF STATE LICENSE RENEWAL OPTIONS:
A MINIMUM OF 45 POINTS REQUIRED**

Options	**Point Values	Suggested Types of Documentation
I. National/State/District/Local/ Building Level Activities Academy/Conference Institute/Seminar Program Approval Team Study Group Visiting Team Mentoring/Peer Coaching Classroom/School Improvement Activity Research Projects with Higher Education Faculty Associate	Participant: 1 hour = 1 point Leader/Presenter: 1 hour = 3 points (if new presentation)	Certificate of completion Report, plan, curriculum, reflection journal of observations, portfolios, videotapes, official transcripts from an accredited college/university, action plan Record of participation 
II. College/University Coursework Course for credit Seminar for credit	Participant: 1 sem hr = 15 points 1 CEU = 10 points Leader/Presenter: 1 sem hr = 45 points 1 CEU = 30 points (if new presentation)	
III. Evaluation Programs Completed National Board for Professional Teaching Standards (NBPTS)	Participant: 1 hour = 1 point Leader/Presenter: 1 hour = 3 points (if new presentation)	
IV. Self-Directed Education/Professional Products/Projects Publications: Book Journal Article Action Research	Participant: 1 hour = 1 point Leader/Presenter: 1 hour = 3 points (if new presentation)	Book or article, software package, report, curriculum, unit software Innovative Curriculum Unit Letter of verification
V. Community/Business Products/Projects Educational Improvement Activity	Participant: 1 hour = 1 point Leader/Presenter: 1 hour = 3 points (if new presentation)	Curriculum activities, resource development plan, workshop

* Activities cannot be part of the state funded inservice days and can not be conducted during days and/or hours which educators are already being paid by local education agencies. (exception: activities completed on personal personal/professional days may usable to TN public school educators)

** The same activity conducted more than one time can be counted once time; however, one activity might be used to develop a new activity. Each new activity developed can only be counted once time. For example, information obtained from attending a workshop could be used in planning for the implementation of new classroom teaching strategies and/or a workshop/presentation for other teachers. Attendance at the workshop time spent in planning for and assessment of the new teaching strategies and the presentation could be counted as three separate activities. ****NOTE** No activities completed prior to 5 years from application can be used to meet current renewal requirements.** New activities must be completed for each renewal cycle.

APPRENTICE OR OUT OF STATE LICENSE RENEWAL COMPUTATION SHEET

Last Name	First Name	Middle/Maiden
Social Security Number	Reference Number	Date of Birth

* Point Scale

Activities (except for coursework) Participant - 1 hour = 1 point Leader/Presenter - 1 hour = 3 points	<h3 style="text-align: center;">* Coursework</h3> Participant - 1 semester hour = 15 points 1 CEU = 10 points **Leader/Presenter - 1 semester hour = 45 points per hr students received for attending 1 CEU = 30 points * If you completed coursework an official transcript from a regionally accredited college or university must be attached to this form. If you TAUGHT the coursework, verification of courses taught from the institution is required.
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All activities must be placed on computation sheet.(More than one sheet may be needed)

(No attached lists will be accepted in lieu of computation sheet(s))

Option	Name of Activity	Date(s) Conducted/Attended	Points Earned
	(note whether you were a participant or presenter)		
1.		_____ to _____	_____
2.		_____ to _____	_____
3.		_____ to _____	_____
4.		_____ to _____	_____
5.		_____ to _____	_____
6.		_____ to _____	_____
7.		_____ to _____	_____
8.		_____ to _____	_____
9.		_____ to _____	_____
10.		_____ to _____	_____
11.		_____ to _____	_____
12.		_____ to _____	_____
13.		_____ to _____	_____
14.		_____ to _____	_____
15.		_____ to _____	_____
Grand Total			_____

Part I TO BE COMPLETED BY APPLICANT AND PERSON RESPONSIBLE FOR LOCAL EVALUATION

Applicant and Evaluator must initial appropriate lines (Application will not be processed without the evaluator initials)

Applicant	Evaluator	
_____	_____	The above activities were completed during the period I supervised the applicant,
_____	_____	The activities were not part of the state funded inservice days and were not conducted during days and/or hours for which the educator was already being paid by the local education agency.
		<i>(Exception: activities completed on personal/professional days for TN public school educators)</i>
_____	_____	I attest that none of the above activities were submitted as part of last renewal requirements
_____	_____	I maintain a file which contains supporting documentation of the above activities.

(Documentation is not to be sent to State Department)

Signature of Applicant	School and School System	Date
Signature of Principal/Person responsible for local evaluation	School and School System	Telephone Number
		Date

Part II TO BE COMPLETED BY APPLICANT (If unemployed during the period the activities were completed)

I was not employed in a TN public school or a TN state approved private school during the period in which the above renewal activity was conducted.
 I have attached supporting documentation. **(No more than two pages per activity will be accepted.)**

Signature of Applicant	Date
* Refer to Coursework number 2 on Page 2 under Guidelines for Obtaining Professional Renewal Points.	